



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

Office of Public Instruction
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September 10, 2012

Principal
Address

Dear Administrators and Staff:

The 2012 Adequate Yearly Progress determinations for your school(s) have been finalized. After reviewing your current status, your **school/district** has/have been identified for **restructuring**. Whether it is for the first year or consecutive years, the School Support Unit at the Office of Public Instruction would like to support you in making progress for change in your school or district.

There are several required aspects of School Support including:

- **School Improvement Consultant (SIC)** – A distinguished educator/administrator assigned to a school to help facilitate the improvement process. They will work specifically and primarily with classroom teachers, but also assist the school administration and building/district leadership teams. The mission is “supporting Montana schools to build their capacity to increase student success and achievement through the school improvement process.” The SIC will visit 3-5 days per month.
- **Professional Development** – Professional development will be offered to your staff by the SIC periodically throughout the school year focusing on instructional strategies and building capacity in the school.
- **Webinars** – Webinars will be offered to delineate the expectations of schools/districts involved in this process to ensure a clear understanding of what is expected of the administration, staff, advisors and state support to make this the best opportunity for change.
- **ISIP** – The School Support Unit will pay a subscription for using iStation’s ISIP assessment as benchmark and progress monitoring assessments. The data collected will be used to determine project, district, school, grade, classroom and student level effectiveness. It will guide our instructional decision making to ensure all kids are making progress.
- **iWalkthrough** - The School Support Unit will pay for your school to utilize Great Schools Partnership’s iWalkthrough program for classroom observations. This electronic observation tool will be used as a guide to making informed decisions that best meet the needs of the students, staff and administration.

Commitment to the following expectations by Administration:

- Actively participate in all activities provided by school support including: the self-assessment process, determination of the action plan goals action steps to accomplish those goals as the instructional leaders of the Leadership Team
- Provide the necessary training times for the SIC to complete the professional development with staff
- Collaboratively plan for the SIC’s next school visit to ensure a clear understanding of what is to occur

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- Conduct iWalkthrough observations with the SIC to gather data to make instructional decisions for support
- Conduct iWalkthrough observations independently to continue the process of gathering data to make instructional decisions for support
- Regularly communicate with the SIC to ensure preparedness for school visitations
- Sign and return the letter of commitment by **September 19, 2012**
- Participate in one of the Question and Answer webinars. Details follow below.

Commitment to the following expectations by the School Improvement Consultant:

- Provide guidance in conducting the self-assessment
- Provide support to establish action plan goals based upon the self-assessment
- Monitor progress (action steps) toward the action plan goals
- Provide professional development with administration and staff to increase student achievement, efficiencies within the school, and improved cultural understanding
- Communicate effectively with administration and staff
- Submit written reports within one business day following the school visit
- Communicate effectively with the state contact person assigned to the school

Commitment to the following expectations by the School Support Unit of the Office of Public Instruction:

- Create professional development for SICs that are sound in research to increase student achievement through teaching strategies
- Support the schools, districts and SICs within the realm of School Support
- Provide webinars for increased understanding of the support provided
- Disseminate the final school visitation report to stakeholders within two business days after receiving the report from the SIC

Following this letter, you will be receiving an email link to a recorded webinar. Please take the time to view this webinar for further details about this valuable process. Then you will receive two Question and Answer webinar links to choose from. One will be held on Thursday, September 10:00 am and on Monday, September 17th at 1:30 pm. Please make sure to attend one of these Q & A webinars to ensure all of your questions are answered. We look forward to working with you.

Sincerely,

Kathi Tiefenthaler
School Support Unit Director

Debbie Hunsaker
Instructional Innovations Unit Director

Required Signatures:

School Principal

District Superintendent

Please email to cheldt@mt.gov or fax at 406-444-1373 by **September 19, 2012**

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